

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW JERSEY**

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**In Re:  
ELECTRONIC MEANS FOR FILING,  
SIGNING, AND VERIFICATION OF  
DOCUMENTS**

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**GENERAL ORDER  
(Electronic Filing Procedures)**

Federal Rule of Civil Procedure 83 and Federal Rules of Bankruptcy Procedure 5005(a)(2), 9011, 9029, and District of New Jersey Local Bankruptcy Rules 5005-1 and 1001-1, authorize this Court to establish practices and procedures for the filing, signing and verification of documents by electronic means; and

A proposal for *Administrative Procedures for Filing, Signing, and Verifying Documents by Electronic Means* (collectively the “*Administrative Procedures*”), has been reviewed by the Court;

**IT IS ORDERED that:**

1. The *Administrative Procedures* (attached as *Exhibit A* to this Order), including the procedure for registration of approved participants (“Participants”) and for distribution of passwords to permit electronic filing and notice of pleadings and other papers are hereby approved by the Court.

2. As set forth in the *Administrative Procedures*, the electronic filing of any document using a login and password issued by the Court, shall constitute the Participant’s signature for purposes of signing the document under Fed. R. Bankr. P. 9011.

3. No Participant shall knowingly permit or cause to permit his/her password to be utilized by anyone other than an authorized employee of his/her law firm.

4. No person shall knowingly utilize or cause another person to utilize the password of a Participant unless such a person is an authorized employee of the law firm.

5. Electronic transmission of a document to the Electronic Case Filing System (“ECFS”) consistent with the Local Rules and *Administrative Procedures* of this Court, together with the transmission of a Notice of Electronic Filing (“Notice of Electronic Filing”) from the Court, constitutes filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court, and constitutes entry of the document on the docket kept by the Clerk under Fed. R. Bankr.P. 5003.

6. When a document has been filed electronically, the official record is the electronic recording of the document as stored by the court, and the filing party is bound by the document as filed.

7. Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight in order to be considered timely filed that day.

8. All orders, decrees, judgments, and proceedings of the Court will be filed in accordance with the *Administrative Procedures*, which shall constitute entry of the order, decree, judgment, or proceeding on the docket kept by the Clerk under Fed. R. Bank. P. 5003 and 9021.

9. All signed orders will be filed electronically by the Court or Court personnel. Any order filed electronically without the original signature of a judge has the same force and effect as if the judge had affixed the judge’s signature to a paper copy of the order and it had been entered on the docket in a conventional manner. A Participant submitting a document electronically that requires a judge’s signature, must deliver the document in accordance with the *Administrative Procedures*.

10. Immediately upon the entry of an order or judgment in the ECFS, the Clerk will transmit to Participants in the case, in electronic form, the Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed. R.Bankr.P. 9022. The Clerk must give notice in paper form, in accordance with the Federal Rules of Bankruptcy Procedure, to a person who has not agreed pursuant to para. I.B.6 of the Court's Administrative Procedures, to receive electronic notice and service.

11. A Participant whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

12. In connection with the filing of any material in the ECFS, any person may apply by motion for an order limiting electronic access to or prohibiting the electronic filing of certain specifically identified materials on the grounds that such material is subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests.

13. This Order shall become effective April 1, 2002 or as soon thereafter, as the ECFS is activated by the Court for live use by Participants.

14. Amendments to this Order or the *Administrative Procedures* may be entered from time to time in keeping with the needs of the Court.

15. The original of this Order shall be filed with the Clerk of the Court both conventionally and in accordance with the *Administrative Procedures*.

**Dated:** March 27, 2002

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**Hon. Rosemary Gambardella**  
**Chief United States Bankruptcy Judge**  
**District of New Jersey**